

SOUTH AFRICAN COUNCIL FOR PLANNERS



POLICY

AN INTERIM POLICY FOR FACILITATING THE REGISTRATION OF APPLICANTS WITH FOREIGN QUALIFICATIONS IN THE PLANNING PROFESSION

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AN INTERIM POLICY FOR FACILITATING THE REGISTRATION OF APPLICANTS WITH FOREIGN QUALIFICATIONS IN THE PLANNING PROFESSION

1.0 REGISTRATION OF FOREIGN QUALIFICATIONS

The South African Council for Planners (SACPLAN) is a statutory body established by an act of Parliament (Planning Profession Act, 2002 (Act 36 of 2002) with the primary responsibility to promote good education and planning practice in South Africa. It has the responsibility to register professionally quality planners as well.

In recent years, many planners that are trained in different parts of the world have approached the Council seeking to register so that they can practice in South Africa. Unfortunately, the Act only provides for planners trained within the country. For this reason, the Council has developed an interim policy for the facilitation of planners qualified from outside the country.

2.0 APPLICATION PROCESS

The application process shall be as follows:

- a. A candidate shall submit his foreign qualifications that have been verified by SAQA in terms of their equivalence to South African qualifications.
- b. All applicants must produce certified copies for their certificates.
- c. A certified full transcript of the candidate's results together with his/her planning curriculum from the school where he/she studied.
- d. A bona fide proof that the school where the applicant studied is accredited by that country's legitimate and professional planning Council, body/organ.
- e. A candidate shall list all his/her planning experience that is counter signed by a registered planner in the foreign country and by a commissioner of oaths to ascertain the veracity of the list.
- f. The same should apply if the candidate acquired the planning experience in South Africa.
- g. A candidate should produce evidence of competence in English e.g. TOEFL, GCE, etc.
- h. All correspondence and communication shall be in English.
- i. All documentation in a foreign language must be translated to English and certified as correct.

3.0 CONDITIONS OF APPROVAL

- a. If the candidate with a foreign qualification has no experience from outside the country, he/she must acquire such experience of a minimum of three (3) years in South Africa before he/she can apply to be registered by the Council under a category of registered persons in terms of the Planning Profession Act, 2002.

- b. If the candidate with a foreign qualification has one year experience outside the country, he/she must acquire such experience of a minimum of two (2) years in South Africa before he/she can apply to be registered by the Council under a category of registered persons in terms of the Planning Profession Act, 2002.
- c. If the candidate with a foreign qualification has two years experience outside the country, he/she must acquire such experience of a minimum of one (1) year in South Africa before he/she can apply to be registered by the Council under a category of registered persons in terms of the Planning Profession Act, 2002.
- d. If the candidate with a foreign qualification has three or more years of experience outside the country, he/she must acquire such experience of a minimum of one (1) year in South Africa before he/she can apply to be registered by the Council under a category of registered persons in terms of the Planning Profession Act, 2002.
- e. In respect of 3a, 3b, 3c and 3d above the following shall apply:
 - i. An interview and/or short examination shall be administered by the Registration committee if the Committee or designated officer finds it necessary. Such an examination/test shall be largely based on South African planning legislation, policies, institutions and working knowledge in the planning fraternity.
 - ii. A full examination/test might be recommended by the Committee for a candidate where the Committee deems it necessary.
- f. Other conditions might be placed as part of the registration of a candidate where the Committee deems necessary. This will be determined, amongst other things, by what is deemed as fundamental to planners' training, the field of specialization, and the competence of skills that go with such training e.g. drawing/urban design/ map reading, etc.
- g. If the candidate with a foreign qualification produces certified proof of registration with a legitimate Council(s) in the county(s) where he/she trained and meets the requirements outlined in 2a, 2b, 2c, and 2d above, the candidate can apply to Council provided that he/she has acquired a minimum of one (1) year relevant planning experience in South Africa. The conditions stipulated in 3ei, 3eii and 3f above could apply as deemed necessary by the Committee.

4.0 APPLICATION FORMS

Unless, stipulated otherwise by the chair of the Registration committee to an application must be in writing. The application forms to be used by candidates shall be the same as those used by all candidates and in the same format and are available on the website of the Council.

All applications shall be addressed to the Registrar who shall in turn present the applications to the Committee for assessment and adjudication.

5.0 RESPONSES TO APPLICATIONS

All applications shall be acknowledged upon receipt of all necessary documentation within a period of two weeks.

When all documentation is received, the candidate can expect to get a final response within a period of three months.

**APPLICATION IN TERMS OF INTERIM POLICY FOR APPLICANTS WITH
FOREIGN QUALIFICATIONS IN THE PLANNING PROFESSION**

CHECKLIST

DOCUMENTATION	Tick
Completed Application form.	
Completed Schedule of Personal Details.	
Clear Certified copy of Identity Document or Passport.	
Certified copy of foreign qualification(s).	
An English translation of foreign qualification(s) if not in English.	
Verification by SAQA in terms of equivalence of foreign qualification(s) to South African qualification(s).	
A certified full transcript of the candidate's results.	
An English translation of the full transcript of the candidate's results if not in English.	
Planning Curriculum from the school where applicant studied.	
An English translation of the Planning Curriculum from the school where applicant studied if not in English.	
A bona fide proof that the school where the applicant studied is accredited by that country's legitimate and professional planning Council, body/organ.	
Time (Years) of post qualification planning experience in the foreign country.	
A list all the Candidate planning experience (with an indication of actual time spent) that is counter signed by a registered planner in the foreign country and by a commissioner of oaths to ascertain the veracity of the list. (in English)	
Time (Years) of post qualification planning experience in South Africa.	
Completed Practical Training Report of planning experience in South Africa in the required format.	
Evidence of competence in English e.g. TOEFL, GCE, etc.	